



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ENVIRONMENTAL PROGRAMS MANAGER</b>	<b>46*</b>	<b>A</b>	<b>6.802</b>

Under administrative policy direction, direct the activities of multiple bureaus within the Division of Environmental Protection.

Direct the work of professional engineers and other professional staff and perform functions involving the application of advanced principles and abstract concepts in the development of solutions to complex problems that impact the administration and management of major, broad organizational services and long and short range goals. Activities consist of engineering and administrative duties that result in decisions and provide control of outcome of decisions. Positions at this level deal with executives, officials and regulatory representatives to negotiate solutions to major or controversial issues within policy guidelines.

Establish environmental program goals and objectives by reviewing State and federal program requirements, determining community to be regulated, evaluating available resources and setting specific environmental standards to be met in order to maximize staffing resources while meeting State and federal mandates.

Develop policy and procedure on behalf of the administrator for division wide issues; implement policy and procedure on a bureau wide basis independently in order to maintain consistent application of laws, rules and regulations to various environmental programs.

Develop and evaluate environmental programs' budgets by reviewing and implementing revenue generating programs such as fee programs and grants applications in order to comply with State and federal environmental programs while maximizing the money provided by the general fund.

Provide direction to bureau chiefs in terms of organizational structure, policy and procedure, and measure progress to ensure that each bureau is functioning effectively and performing quality work.

Write detailed regulations for approval by the Environmental Commission by evaluating and justifying the need for regulation based on State and federal law; defend proposed regulations at public hearings.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major in the natural or physical sciences and four years of experience supervising regulatory environmental protection programs which included planning, budget development and maintenance, policy analysis and interpretation, and training and supervision of subordinate professional staff; **OR** an equivalent combination of education and experience.

**\* Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

**MINIMUM QUALIFICATIONS** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** the principles of environmental protection and economics to analyze the impacts of bureau decisions on the regulated community; modern management principles and practices. **Ability to:** apply management techniques such as management by objective and conflict resolution; organize and manage programs related to the control of biological and chemical pollutants discharged to the environment, including technical investigations and monitoring, permitting, technical services, compliance and enforcement and planning; communicate technical and environmental information verbally and in writing to subordinates, individuals and groups with varying educational backgrounds; direct individuals and teams to meet required goals and objectives, set priorities, and track multiple projects and output.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** federal and State environmental programs and pertinent codes of federal regulations (CFR), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) pertaining to air and water quality, solid and hazardous waste and procedural requirements; personal computers and software including DOS, word processing and spreadsheets. **Ability to:** prepare and administer budgets for multiple environmental programs, estimate revenues derived from a combination of state appropriated funds, federal grants, permit fees, and penalties, and ensure tracking of expenditures in order to make budget adjustments during the fiscal year; determine that staff decisions are based on sound environmental protection principles and that they are consistent with applicable statutes and regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.802

ESTABLISHED:	7/1/91R 12/18/91UC
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